



ELECTRICAL/UTILITY SERVICES

Fax or Mail to: Gaylord National Resort & Convention Center
 Attn: Exhibit Service Department
 201 Waterfront Street National Harbor Md. 20745
 Office: (301)-965-3710
 Fax: (301)-965-3797
 Email to: GNExhibits@gaylordhotels.com

Event Name: _____ Event Dates: _____

Company Name: _____ Booth Number: _____

Contact Name: _____ Contact Number: _____

Ordering Instructions

1. Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. **Checks and cash are not accepted.** All credit card payments should include a copy of the front and back of credit card.
2. **Mail a layout of your booth to Gaylord National Resort and Convention Center Exhibit Services.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.
3. All equipment and services are subject to a 6% sales tax.

VOLTAGE	MAXIMUM WATTS	CIRCUIT AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	4	Single	\$95.00	\$130.00		\$
120	1,000	8	Single	\$125.00	\$160.00		\$
120	2,000	20	Single	\$180.00	\$200.00		\$
*208	3,300	20	Single	\$225.00	\$300.00		\$
*208	5,700	20	Three	\$375.00	\$465.00		\$
*208	5,000	30	Single	\$380.00	\$460.00		\$
*208	8,600	30	Three	\$550.00	\$655.00		\$
*208	9,900	60	Single	\$685.00	\$840.00		\$
*208	17,000	60	Three	\$1100.00	\$1300.00		\$
*208	16,600	100	Single	\$850.00	\$1050.00		\$
*208	28,800	100	Three	\$1500.00	\$1800.00		\$
*208	57,600	200	Three	\$3000.00	\$3700.00		\$
*208	115,200	400	Three	\$4850.00	\$6075.00		\$
Compressed Air: Hotel supplies 3/4", 1/2", 1/4" quick release female connection. (Labor included.) 80-100 PSI 125 CFM				\$250.00	\$300.00		\$
Water: Per hook-up. Labor included. (Not available in Ballrooms)				\$250.00	\$300.00		\$
Drainage (Available depending on location of exhibit. Labor is included, UNLESS A PUMP IS REQUIRED (Not available in Ballrooms)				\$150.00	\$200.00		\$
One time fill and drain. Maxium of 50 gallons				\$250.00	\$300.00		\$
Cable Television (Labor included)				\$225.00	\$250.00		\$
1 Outlet Extension-cord					\$25.00		\$

NOTE: Labor and materials will be billed at the end of the show.

Charges:	\$
Labor (post show)	\$
Subtotal:	\$
6% Tax:	\$
TOTAL:	\$

Office Use Only
ELO: _____
AUTH: _____

ELECTRICAL LABOR

Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.

The Hotel will charge time and materials for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth.

LABOR RATES:

8:00a.m. to 5:00p.m. \$85.00
5:00p.m. to 7:59a.m. \$160.00

Labor will be billed at one hour increments and will be billed the end of the show.

SCALED FLOOR PLANS

A scaled floor plan must accompany orders showing requested location of electrical source. If a drawing is not provided, Gaylord National Resort & Convention Center will install the service in the most convenient location and charges will apply for relocation.

Each outlet is considered one actual plug in.

Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. For your convenience, the Gaylord National Resort & Convention Center will staff a service desk during exhibitor set-up.

ELECTRICAL CONNECTIONS

Rates quoted for electrical connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or running electrical inside the booth area. All electrical to be installed will be on the floor in the back of the booth for in-line booths. Power for island booths will come from the ceiling or floor, in the most convenient manner.

ANTENNA/COAX RUNS

Any cabling runs anywhere in the hotel or convention center will be done exclusively by the in house Gaylord National Electrical Department at a time and material cost. Please contact the Exhibit Department with exact needs.

****WATER AND DRAINAGE**

Water – Hotel supplies ½” male threaded hose connector. Exhibitor is responsible for bringing connector to adapt

Drainage – Depending on location of exhibit, a pump may be required at an additional cost.

EQUIPMENT

All equipment must be properly tagged or marked with complete information as the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.

All material and equipment provided by Gaylord National Resort & Convention Center shall remain the property of the hotel and shall be removed only by the hotel at the close of the show.

The hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the hotel's electrical department.

The use of open clip sockets, latex, or lamp cord wire, unapproved multiplex attachment plugs is not permitted.

Permanent building electrical outlets are not part of the booth space and may not be used as part of the exhibitor's electrical order.

All exhibitors' 120-volt cords must be of the 12 gauge, 3 wire, grounded type and UL listed.